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13 December 1985

MEMORANDUM FOR: Distribution List

FROM: Chief, New Building Communications Program Office, BPO/OIT

SUBJECT: Special Facilities TEM

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1. On 6 December 1985, a Special TEM was held [redacted] in Room 3D41, at 1300 hours.

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2. The purpose of the meeting was to validate the information pertaining to the Beneficial Occupancy Dates (BOD) for the New Headquarters Building. [redacted] NBPO/OL to answer the questions regarding BPO/OIT requirements. The areas identified with the corresponding BOD is indicated below.

Location	Date
A. North Tower	15 March 1987
B. South Tower	30 June 1987
C. Machine Space	3 January 1987

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3. [redacted] clarified the meaning of BOD which implies that the Government can take possession of the Building or portions thereof. He cautioned that our BOD dates may not be the same as NBPO's dates since the areas may not be ready for occupancy. A brief discussion followed that addressed the impact of requesting the Building contractor to perform work in the special configuration of the BPO/OIT areas. [redacted] feels that a change in the scope of the contract might affect the contractors ability to meet the presently scheduled BOD dates.

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4. [redacted] discussed the prospects and possibilities of getting the installation of requirements, renovations and expansions. He asked whom should we forward these requirements to NBPO or HOME. He feels that HOME must be staffed up to support just our needs alone. The possibility of having the contractor of record do the work might be considered, depending on the requirements and costs involved. [redacted] noted that there is a long lead time for GSA to negotiate a contract valued at over \$100,000. Another strategy involves incorporating the telephone system as a part of the complete building package. Andy feel that BPO must establish priorities within OL to assure our work is done.

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5. [redacted] indicated that he can have the CONTEL Facility Interface Drawings (FID's) in a one month time frame. [redacted] was given an Action Item to provide NBPO/HOME a schedule of FID drawings for the specific areas and dates that we require them to be built.

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6. [] asked about the possibility of CONTEL doing the wiring for telephone services in the new building. [] will look into this possibility which might involve just laying the cable in the racks and not tying the cable down until there would be no conflict with the Building Contractor.
7. There is a meeting scheduled for 10 December 1985 at 1400 in Room 1J45, Headquarters Building to discuss New Building Penetrations and Conduit Runs. The participation at this meeting will be limited to the Segment Managers and one representative of the Contractors from the B/B-C/C, I/C and R/S Segments.

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8. Action Items:

One Action Item was assigned at this meeting to [] in paragraph 5 above.

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